

GDPR Compliant Privacy Notice for HR

As part of the recruitment process, we collect and process personal data relating to job applicants. By consenting to this, you agree to us processing your personal data as part of this recruitment.

This information includes:

- your name, address and contact details, including email address and telephone number;
- details of your qualifications, skills, experience and employment history;
- information about your current level of remuneration, including benefit entitlements;
- whether or not you have a disability for which the organisation needs to make reasonable adjustments during the recruitment process; and
- your entitlement to work in the respective geographical area

If we require consent from 3rd parties' we will ask for their consent before and inform you that we are doing so.

We need to process data to take steps at your request prior to entering into a contract with you. We may also need to process your data to enter into a contract with you.

In some cases, we need to process data to ensure that we are complying with its legal obligations. We process such information to carry out its obligations and exercise specific rights in relation to employment.

Who has access to data?

Your information may be shared internally for the purposes of the recruitment exercise. This includes members of the HR and recruitment team, interviewers involved in the recruitment process, managers in the business area with a vacancy and IT staff if access to the data is necessary for the performance of their roles.

We will not share your data with third parties, unless your application for employment is successful and we make you an offer of employment. We will then share your data with former employers to obtain references for you, employment background check providers to obtain necessary background checks.

Protection of Your Personal Data

We protect your personal data in many ways. We have internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not improperly accessed except by those in the proper performance of their duties.

Retention of Personal Data

If your application for employment is unsuccessful, the organisation will hold your data on file for 6 (six) months after the end of the relevant recruitment process for legal and regulatory reasons. After this time, your data is destroyed or deleted.

Your rights

Under GDPR and as data subject, you have the right to:

- access and obtain a copy of your data on request;
- require the organisation to change incorrect or incomplete data;
- require the organisation to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing; and
- object to the processing of your data where we are relying on its legitimate interests as the legal ground for processing.

If you believe that the organisation has not complied with your data protection rights, you can complain to the **Information Commissioner**.

What if you do not provide personal data?

You are under no statutory or contractual obligation to provide personal data us. However, if you do not provide the information, we may not be able to process your application properly or at all.